

**Town of Darien
Tokeneke and Royle School Building Committee
Regular Meeting
Thursday, October 17, 2013**

MINUTES

Attendees: Deb Ritchie, Bruce Hill, Gwen Mogenson, Katie Stein, David Genovese and Mike Lynch (Darien Schools, Director of Facilities & Operations)

Ms. Ritchie called the meeting to order at 9:40 AM. All members were present except Mr. Genovese. The meeting was filmed by Channel 79.

Motion made and seconded to approve agenda for this meeting. Ms. Ritchie, Ms. Stein, Mr. Hill, Ms. Mogenson all voted in favor.

Motion made and seconded to approve minutes from October 10th. Ms. Ritchie, Ms. Stein, Mr. Hill, Ms. Mogenson all voted in favor.

9:45 AM Mr. Genovese joined the meeting.

Committee members discussed the architectural conceptual presentations made by three firms on October 3rd and October 10th.

Tokeneke School: there was strong consensus that TSK, architects for the recent Tokeneke school construction project, created the most desirable addition plan for four additional classrooms and provided a strong case for retaining that firm since they have the same team in place. Two of the four classrooms will be used to relocate Royle ELP classrooms to centralize the program at Tokeneke.

Design plans need to be changed since it is improbable that a separate ELP drop off access from Tokeneke Road, a state highway, can be accomplished and there is no desire to develop a circumference access road along the property perimeter as one TSK proposal offered. Access will continue to be walk in from the main school entrance. ELP drop off is ½ hour later and 1 hour earlier than the regular school day so no additional parking was planned.

Given the change in access point, the need and/or scale of a proposed ELP parent pick up/drop off lounge also needs to be addressed.

Members again noted that the design should be flexible and available for use as non-ELP classrooms. Will adding four standard classrooms cause a need for greater cafeteria and parking space?

Royle School: members felt that two firms, TSK and JCJ, provided good but very different proposals for Royle expansion.

Option A from TSK = Leave kitchen and cafeteria as is, **build four classroom addition, 2 first floor and 2 second floor on Southeast corner of main building.** This runs along Royle Road towards Mansfield Avenue. **Or raze first grade wing and build 10 classroom addition, 5 first floor and 5 second floor again along Southeast corner.** The sports field will need to be relocated further north on the property. Mr. Lynch noted that 2 of the field irrigation zones would also need to be relocated but didn't see this as a major issue. Members noted that the new addition must also include bathrooms. This proposal seems to fit within the direction given to the committee.

Option B from JCJ = a comprehensive fix construction plan. Construct an 8 classroom new wing on east side of existing main building, 4 of which will be used to relocate 1st grade wing. Raze existing media center (library) and relocate media center to current common room space. This creates a center courtyard design for the whole school. Leave kitchen space as is but double cafeteria space by adding a triangular addition between existing cafeteria and gymnasium walls and design new space to function as combined cafeteria/common room like other elementary schools have. Ultimately raze existing 1st grade wing. Sports field would be relocated from running north/south on the east side of the property to running east/west behind existing school structure. This is a significant expansion of the direction given to the committee.

Both Royle options are staged to allowed continued occupancy of school building and both include additional parking

Members discussed the issue of using one or two architects and treating this as one or two projects. Both firms have significant experience with school construction and dealing with state reporting and funding requirements. Members agreed that the two projects will have different timelines with Tokeneke completed first since it is less complicated.

Mr. Genovese proposed getting architectural fee proposals from TSK and JCJ for Tokeneke and the two Royle options. Mr. Lynch noted that we can hire an architectural firm for schematic design only. Mr. Hill noted that there is no advance payment required to request fee proposals.

Mr. Lynch and Mr. Hill clarified that construction funding is usually done in three phases: Design/Development, Construction Planning and Construction Management. No advance payment is needed for the Design/Development phase.

Mr. Lynch stated that he can edit existing RFPs (request for proposal) to request architectural fee proposals for Tokeneke and Royle (2 options) as defined above.

A motion to authorize Mr. Lynch to develop the RFP for architectural fees for Tokeneke and Royle (2 options) to be sent to TSK and JCJ was moved by Ms. Mogenson, seconded by Ms. Stein and approved unanimously.

Ms Ritchie agreed to schedule a meeting with the Board of Education Facilities and Capital Sub-Committee as soon as possible to discuss the scope issues associated with Royle Option B. We are hoping to meet with them at next week's October 24th committee meeting.

Ms. Ritchie presented a weekly meeting calendar for December 2013 through April 2014 with weekly meetings on Thursdays at 9:30 AM but including breaks for the school holidays. The calendar was moved and approved unanimously.

Motion to adjourn proposed and unanimously approved. The meeting was adjourned at 10:35 AM.

Respectfully submitted.
Gwen Mogenson, Clerk